



## GRANT INFORMATION GUIDE

# Team Nutrition Grant 2022

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**Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

April 22, 2022

No later than 5:00 pm EST

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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Secretary-Treasurer, Maryland State Board of Education

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## Program Description

This program provides additional funding for Local Education Agencies (LEAs) participating in the National School Lunch Program (NSLP) or Seamless Summer Option (SSO) during School Year 2021 - 2022 to apply for a Team Nutrition (TN) grant. The goal of Maryland's TN grant is to create new, high quality, appealing standardized recipes for Maryland schools using local agricultural products. The Maryland State Department of Education (MSDE) is working with chefs from Prince George's Community College's Department of Wellness, Culinary Arts, and Hospitality to develop the recipes.

Through these LEA grant awards, MSDE will provide funding to support staff time for training and recipe tasting events and to purchase food and supplies for the training and tasting events. The feedback from these tasting events will be used by State partners to modify the recipes, so they align with students' flavor preferences and are realistic for schools to implement. Training and nutrition education resources related to the recipes will be developed by Maryland SNAP-Ed and available to school nutrition staff and teachers.

Grant partners include Maryland Supplemental Nutrition Assistance Program Education (SNAP-Ed), Prince George's Community College's Department of Wellness, Culinary Arts, and Hospitality, and the Maryland Department of Agriculture.

### NAME OF GRANT PROGRAM

Team Nutrition Grant 2022

### AUTHORIZATION

Team Nutrition Training Grants are authorized under Public Law 111–296, which amended Section 19 of the Child Nutrition Act of 1966. As authorized under Section 6(a)(3) of the Richard B. Russell National School Lunch Act, 42 USC 1755(a)(3). These grants provide State agencies with funds to implement training and nutrition education within the Child Nutrition Programs in their State. This project is funded using U.S. Department of Agriculture Team Nutrition grant funds.

### PURPOSE

The purpose of the subgrant award is to provide funding for LEAs to support staff training on recipe preparation, purchase food and supplies for training and recipe tasting events, and to gather feedback from students and school nutrition staff. The feedback will be used to modify recipes, so they align with students' flavor preferences and are realistic for schools to implement.

### DISSEMINATION

This grant program was released on March 24, 2022.

### DEADLINE

Proposals are due no later than 5pm on April 22, 2022.

### GRANT PERIOD

May 1, 2022 – September 30, 2023

### ESTIMATED NUMBER OF GRANTS

MSDE anticipates awarding ten (10) grants. Additional grants may be awarded if funds are available.

## STATE RESPONSIBILITIES

MSDE seeks LEAs that are participating in the NSLP or SSO during the 2021 – 2022 school year to apply for the Team Nutrition Grant 2022. The Maryland State Department of Education (MSDE) is working with chefs to develop recipes aligned to federal School Meals guidelines that LEA grant recipients will prepare for recipe tasting event and collect feedback from students and school nutrition professionals. This feedback will inform recipe revisions to ensure the final recipes align with students' flavor preferences and are realistic for schools to implement.

## DISTRICT (LEA) RESPONSIBILITIES

Required Activities for LEA Subgrant Awardees:

- Designate a Grant Coordinator to serve as the primary liaison with MSDE and grant partners, manage subgrant funds, and ensure grant activities are implemented at all participating schools.
- Menu and serve at least one of the final new recipes in a reimbursable meal at one of the participating schools by the end of the grant.

Grant Coordinator Responsibilities:

- Participate in periodic virtual meetings with grant partners,
- Submit quarterly reports on utilization of subgrant funds,
- Facilitate logistics for all training and recipe tasting events,
- Manage the collection of data from recipe tasting events, and
- Secure photographs, data, and success stories to be incorporated into MSDE quarterly progress reports to USDA.

## SCHOOL RESPONSIBILITIES

Required Activities for Participating Schools:

- School nutrition staff will attend required training events hosted by MSDE and/or grant partners.
- School nutrition staff will prepare at least one of the chef-designed recipes and host two or more student taste tests per recipe between Spring 2022 - Spring 2023.
- The Grant Coordinator will collect feedback from students and school nutrition staff and submit to MSDE after each tasting event.
- The school will use the provided nutrition education resources to implement nutrition education for the local products used in the recipe.
- The Grant Coordinator will submit photographs and other documentation of the activities to MSDE.
- School nutrition staff will serve at least one of the final new recipes in a reimbursable meal by the end of the grant.

## PROGRAM CONTACT

Sara Booker  
Nutrition Education and Training Coordinator  
Office of School and Community Nutrition Programs  
Maryland State Department of Education  
Phone: 410-767-0204  
Email: sara.booker@maryland.gov

## ELIGIBILITY

1. LEAs that are participating in the NSLP or SSO during 2021 - 2022 and are in good standing.
2. LEAs that will commit participation of up to three schools. If LEAs select more than one school, at least two schools must serve different grade levels. Certain exceptions may be approved to maintain distribution of grade levels across all applications.
3. LEAs that select schools enrolled as Team Nutrition Schools to participate in the grant. Schools must be [registered](#) prior to application submission.

## Use of Funds

Funds may be used for:

- Salaries/wages to hire substitute school nutrition staff to allow staff to attend training,
- Stipends for staff time to attend training activities outside of normal work hours,
- Food and nutrition equipment and smallware costs to support the development and preparation of standardized recipes created in this grant. Smallware may include crinkle cutters, peelers, food processors, knives, roasting pans, and/or utensils. The total value of equipment cannot exceed 5% of the LEA subgrant total.
- Food costs for grant-related training and taste tests. Food expenditures cannot exceed 20% of LEA subgrant total. Food purchases must be in accordance with the Agency's Buy American Provision.
- Consumable costs for grant-related training and taste tests for each school.

Funds may not be used for:

- Child nutrition program costs that are outside of the scope of this subgrant,
- Purchasing meals and snacks for training participants,
- Foods used to prepare a meal for which reimbursement will be provided under the FNS nutrition assistance programs,
- Foods used as an incentive or prize,
- Foods provided directly to students and families to prepare and eat at home,
- Foods not related to the standardized recipes developed under this grant,
- Any cost associated with prizes or incentive items related to activities or contests,
- Gardening tools or materials (including seeds, soil, planters, and plants), or equipment, and
- Clothing such as chef hats, aprons, and shirts.

# Application

## REQUIRED COMPONENTS

Interested applicants should follow these steps to apply:

- Identify school(s) to participate and ensure they participate in NSLP or SSO and are [registered as a Team Nutrition School](#).
- Complete a School Agreement Form for each participating school (up to three School Agreement Forms total). This requires the signatures of the School Principal, Kitchen Manager, and a third school staff member. This individual should be able to help navigate school communication channels, ex. a School Health Council member, Title 1 Coordinator, or Community Coordinator.
- Complete the Team Nutrition Grant Application, including all components (school listing, recipe selection, budget, and school agreements). Instructions for the completion are included in the application.

## The Review Process

1. MSDE will review applications to make sure LEAs and schools meet eligibility requirements and have submitted all required documentation.
2. MSDE will score applications using the criteria listed below (under Selection Criteria).
3. Approximately ten LEAs will be awarded a Team Nutrition Grant, based on scores.

## REVIEW COMMITTEE

The grant review committee will consist of three (3) members of MSDE Office of School and Community Nutrition Programs staff.

## SELECTION CRITERIA

If the LEA and schools meet eligibility requirements, MSDE will use the following data to assign additional points (max 9 points per LEA). LEAs will not need to supply this data.

- Free and Reduced-Price and Percent of Enrollment for participating schools (average from all participating schools):
  - 0 - 49% = 0 pts
  - 50 - 75% = 2 pts
  - Over 75% = 3 pts
- One point will be added for each participating school located in a rural zone, as defined by the USDA map (three points max per LEA).
- One point will be added for each participating school located in an Internal Revenue Service (IRS) designated Qualified Opportunity Zone (QOZ map). Three points max per LEA.



## AWARD NOTIFICATION

Notification of awards will be sent by email in the spring. Processing of the official Notice of Grant Awards (NOGA) will begin on May 1, 2022. This process can take 4-6 weeks.

## Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Ongoing	MSDE Project Director and Project Assistant will provide support and technical assistance through regular communication with LEA Grant Coordinators to review progress towards grant deliverables, spending, participation in required training events, and assessment of any further technical assistance needed.
June 30, 2022 September 30, 2022 December 30, 2022 March 31, 2022 June 30, 2022	Quarterly Grant Reports (Narrative and Fiscal Updates)  Invoices will be submitted as costs are incurred. Send invoices by email to the LEA's designated liaison (either the Project Director or Project Assistant).  MSDE OSCNP will develop a shared online folder where LEA Grant Coordinators will share the photographs, media release forms, recipe evaluation records, and any other files required to document implementation of grant activities.
September 30, 2023	Final Report (Narrative and Fiscal)

Notes:

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

Final invoices must be submitted no later than 60 days after the grant period ends.

## The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

## MSDE Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office  
 Office of the Deputy State Superintendent for Operations  
 Maryland State Department of Education  
 200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595  
 410-767-0123 - voice  
 410-767-0431 - fax  
 410-333-6442 - TTY/TDD

## USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410
2. fax: (202) 690-7442
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## Grant Timeline

This funding opportunity, including all attachments and updates can be found on the MSDE website and are distributed directly to LEA Food and Nutrition departments.

Date	Program Milestone
Thur., March 24, 2022	MSDE disseminates the grant information and opens the application.
Thur., March 31, 2022	The MSDE will hold a webinar from 2:00 – 3:00 pm to describe the application process, give an overview of grantee requirements, answer questions, and provide customer service and support.

Monday, April 22, 2022	The grant application period closes. Applications and all attachments are due to MSDE by close of business.
Friday, April 29, 2022	MSDE completes application review and notifies LEAs of award status.
May 2022 – June 2023	Taste testing and standardized recipe trainings for selected LEAs.
May 2022 – June 2023	Selected schools host taste tests.
September 30, 2023	The grant period ends.

## Grant Application Informational Webinar

The MSDE will hold a webinar for interested applicants. During this webinar, MSDE personnel will provide an overview of application process and subgrant requirements, answer questions, and provide customer service and support. Registration is not required. Join by computer to see information and resources shown during the call. You are not required to share your camera/video.

- Webinar Date and Time: Thursday, March 31, 2022, from 2:00 – 3:00 pm
- Meeting Registration Link: <https://forms.gle/9zJNorMRJeqp8XbW6>
- Registration Deadline: Wednesday, March 30, 2022, by close of business

## Assurances

To ensure success for the LEA and participating schools, please review the commitments outlined below. These Assurances are included in the Grant Application.

Commitment of District Leadership	
1	LEA commits to designate a Grant Coordinator to serve as the primary liaison with MSDE and grant partners and manage grant spending.
2	Grant Coordinator commit to ensure grant activities are implemented at participating schools.
3	Grant Coordinator commits to participate in periodic virtual meetings with grant partners.
4	Grant Coordinator commits to facilitate and communicate logistics for all training events for participating schools.
5	Grant Coordinator commits to facilitate and communicate logistics for all recipe tasting events for participating schools.
6	LEA commits to prepare at least one of the chef-designed recipes and host two or more student taste tests per recipe between Spring 2022 - Spring 2023 at participating schools. This includes ensuring adequate staff are available to prepare the recipe and to run the taste tests.
7	Grant Coordinator commits to manage the collection of data from recipe tasting events. Templates to gather feedback will be provided to LEAs.
8	LEA and Grant Coordinator commits to submit quarterly reports on grant activities and utilization of grant funds.
9	Grant Coordinator commits to secure photographs, training attendance records, data, and success stories to be incorporated into MSDE quarterly progress reports to USDA.
10	LEA commits to menu at least one of the final recipes in a reimbursable meal by the end of the grant.